

# APPLICANT DATA/REFERENCE RELEASE FORM

## GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

◆ \_\_\_\_\_

2. **SOCIAL SECURITY NUMBER**

◆ \_\_\_\_\_

3a. **PLACE OF BIRTH** (Include city and state or country)

◆ \_\_\_\_\_

3b. **ARE YOU A U.S. CITIZEN?**

YES  NO (If "NO", provide country of citizenship)

◆ \_\_\_\_\_

4. **DATE OF BIRTH** (MM / DD / YYYY)

◆ \_\_\_\_\_

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

◆ \_\_\_\_\_  
 ◆ \_\_\_\_\_

6. **PHONE NUMBERS** (Include area codes)

Day ◆ \_\_\_\_\_

Night ◆ \_\_\_\_\_

## SECTION I:

In the event that you are considered a finalist for the position, please indicate if we may contact your supervisors or references listed on your application or listed below. If you do not provide permission and reference information, your references will not be contacted. However, the lack of reference information may be considered in the selection decision.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**  
**GRANTING PERMISSION TO CONTACT REFERENCES**

\_\_\_\_\_  
**DATE**

In order to obtain meaningful reference information from some employers it is useful to have a release which assures the former employer/reference that you will not pursue litigation against them based on their reference information. Your references will be contacted if you provide permission above, even if they are not released from potential liability.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**  
**RELEASING REFERENCES FROM LIABILITY FOR REFERENCE INFORMATION**

\_\_\_\_\_  
**DATE**

## SECTION II:

<b>REFERENCE NAME</b>	<b>RELATIONSHIP TO REFERENCE</b> <i>(SUPERVISORS ARE PREFERRED)</i>	<b>PHONE NUMBER</b>
<b>REFERENCE NAME</b>	<b>RELATIONSHIP TO REFERENCE</b> <i>(SUPERVISORS ARE PREFERRED)</i>	<b>PHONE NUMBER</b>
<b>REFERENCE NAME</b>	<b>RELATIONSHIP TO REFERENCE</b> <i>(SUPERVISORS ARE PREFERRED)</i>	<b>PHONE NUMBER</b>

## SECTION III.

Do you have any reason to believe that any of your references may provide negative information? If so, you may explain orally now or provide in writing on the back of this page with an explanation to the Selecting Official within 3 business days of this interview.